**Job Description: Primary Play Leader**

**Reports to:** Primary Vice-Principal

**Start date:** As soon as possible

**Contract:** Permanent

**Working Pattern:** Part time/ term time only 09:50-13:50

**Salary:** Ark Support Scale band 1: Pay Point 1 (pro rata) £10,097.79 which is based on the full time equivalent of £21, 224.

**Closing date:** 14th October 2022 at 9am *[Please note that interviews will be held on a rolling basis, and we reserve the right to close the application process early. Early application is advised.]*

**The Role:**

As Play Leader, you will supervise students during lunch breaks, initiating positive play and ensuring that the health and safety and wellbeing of the children is always maintained, to create a purposeful, positive and inclusive learning environment.

**Key Responsibilities:**

* To support individuals and groups of pupils to help them make rapid academic progress
* To support teachers, parents, and other colleagues to help create an effective and purposeful learning environment.

**Outcomes and Activities:**

**General Supervision and Play**

* Supervise behaviour and lead playground activities, including supervising play inside the classroom in the event of bad weather
* Contribute to the overall ethos, work and aims of the school
* Establish good relationships with all students
* Ensure children play safely and kindly
* Ensure excellent student behaviour is maintained by maintaining a presence around the academy and by consistent application of the academies behaviour policy
* Understand and apply school policies in relation to health, safety and welfare of students
* Deal with injuries and emergencies and administer basic first aid, keeping records of incidents

**Dining Room Support**

* Supervise student movement to ensure all have access to midday meals provision at the correct time and in the correct place
* Ensure orderly and calm lunchtime eating, including the supervision of queues and student behaviour within the dining area and around the academy
* Ensure the students take responsibility for the cleanliness of tables and clearing of trays during the lunchtime period, supporting them when required
* As part of a team, manage supervision of students in the playground
* Engage the children in fun learning and play activities

Other

* Actively promote the safety and welfare of our children and young people
* Ensure compliance with Arks data protection rules and procedures
* Liaise with colleagues and external contacts at all levels of seniority with confidence, tact and diplomacy
* Work with Ark Central and other academies in the Ark network, to establish good practice throughout the network, offering support where required

This job description is not an exhaustive list and you will be expected to carry out any other reasonable tasks as directed by your line manager.

**Person Specification: Primary Play Leader**

**Qualification Criteria**

* Right to work in UK

**Knowledge, Skills, and Experience**

* Experience in a similar role within a school or the education sector (desirable)
* Able to help implement the necessary routines and patterns to establish good behaviour management within the school
* Able to contribute to overall school behaviour records and provide feedback
* Ability to deal with minor incidents, first aid, and the personal health and hygiene of students
* Strong communication skills with adults and children
* Highly organised and efficient; capable of multi-tasking and working at pace
* Able to use initiative and imagination to devise games and play for children
* Must be able to meet the physical demands of the role

Behaviours

* Genuine passion for and a belief in the potential of every pupil
* A robust awareness of keeping children safe, noticing safeguarding and welfare concerns, and you understand how and when to take appropriate action
* Belief that every student should have access to an excellent education regardless of background
* Professional outlook, detailed orientated and able to multi task and meet deadlines
* A team player that can work collaboratively as well as using own initiative
* Calm and professional under pressure
* Understanding of the importance of confidentiality and discretion
* Flexible attitude towards work and demonstrates sound judgement

Other

* Commitment to equality of opportunity and the safeguarding and welfare of all students
* Willingness to undertake training
* This post is subject to an enhanced DBS check

*Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.*

*Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark’s safer recruitment process, please click this* [*link*](https://arkschools.sharepoint.com/%3Ab%3A/s/Library/Ee5_GgqkEFJIjhH42vLzSMwBobqJ3bSmxRGro8744DDZ8A?e=9CeE7e)*.*